

INFORMATION TO BE PROVIDED FOR REPORTING EXCESS REAL PROPERTY

Ref: (a) NAVFAC P-73 Real Estate Procedural Manual (Chapter 23)

1. In accordance with reference (a), the following information is required for the excessing of real property:

- Report of Excess (SF-118); SF 118-A for Buildings and Structures; SF 118-B for Land (if applicable); SF 118C for Related Personal Property (if applicable)
- Required Approvals: Report of Excess (SF-118) signed by Base C.O. or PWO. Excessing action must be forwarded via your Major Claimant.
- Statement of Findings addressing the following:
 - Reason disposal is recommended (e.g. Safety, Security)
 - Commercial Value
 - Salvage Value (w/statement that demolition costs exceeds salvage value)
 - Historical Significance
 - Floodplains, Wetlands
 - Donation Feasibility
 - Environmental Impact
 - Method of Disposal (e.g. Contract, Station Forces) with Cost Estimate
 - Current Maintenance Cost
- If the land is not being excessed, a statement must be made that the underlying land needs to be retained for military purposes.
- Title V Stewart B. McKinney Homeless Assistance Act - Federal Property Information Checklist (FPIC). The FPIC should be completed to accurately reflect the current condition of the structure. Please note: The Department of Housing and Urban Development (HUD) is required to make the suitability determination for use of the property by the homeless. If the underlying land is not being excessed, the structure will be screened for "off-site removal only". Accordingly, the FPIC should address the structural integrity, environmental condition, and any other circumstances (e.g. nature of construction) which would effect the decision on removal of the structure for off-site use. (For your planning purposes, it takes approximately 1 month for HUD to publish the notice in the Federal Register, and in addition, a 20-60 day holding period applies based on the suitability determination.)
- Property Record Card(s)
- Base maps depicting location and area
- Photographs of structure(s) to be demolished

2. A copy of the Report of Excess documents are attached. Additionally, a sample excessing action is forwarded for your information.

REPORT OF EXCESS REAL PROPERTY

1. HOLDING AGENCY NO.

DATE RECEIVED (GSA use only)

2. DATE OF REPORT

GSA CONTROL NO. (GSA use only)

3. TO (Furnish address of GSA regional office)

General Services Administration

4. FROM (Name and address of holding agency)

5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED

6. NAME AND ADDRESS OF CUSTODIAN

7. PROPERTY IDENTIFICATION

8. PROPERTY ADDRESS (Give full location)

9. SPACE DATA						10. LAND	
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (Sq. ft.) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	(From SF 118b)	ACRE OR SQUARE FEET
A. OFFICE						A. FEE	
B. STORAGE						B. LEASED	
C. OTHER (See 9 F)						C. OTHER	
D. TOTAL (From SF 118a)						D. TOTAL	
E. GOV'T INTEREST:			F. SPECIFY "OTHER" USE ENTERED IN C ABOVE				
(1) OWNER							
(2) TENANT							

11. COST TO GOVERNMENT			12. LEASEHOLD(S) DATA (Use separate sheet if necessary)	
ITEM	SCHEDULE	COST		
A. BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES	A (Col. d)	\$	A. TOTAL ANNUAL RENTAL	\$
B. LAND	B (Col. f)		B. ANNUAL RENT PER SQ. FT. OR ACRE	\$
C. RELATED PERSONAL PROPERTY	C (Col. h)		C. DATE LEASE EXPIRES	
D. TOTAL (Sum of 11A, 11B, and 11C)		\$	D. NOTICE REQUIRED FOR RENEWAL	
E. ANNUAL PROTECTION AND MAINTENANCE COST (Government-owned or leased)			E. TERMINAL DATE OF RENEWAL RIGHTS	
			F. ANNUAL RENEWAL RENT PER SQ. FT. OR ACRE	\$
			G. TERMINATION RIGHTS (in days)	
			LESSOR	GOVERNMENT

13. DISPOSITION OF PROCEEDS

14. TYPE OF CONSTRUCTION

15. HOLDING AGENCY USE

16. RANGE OF POSSIBLE USES

17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES

18. REMARKS

19. REPORT AUTHORIZED BY	NAME	SIGNATURE
	TITLE	

SUBPART 101-47.49 ILLUSTRATIONS

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§ 101-47.4902-4 Instructions for the preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- (a) Page 1 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

REPORT OF EXCESS REAL PROPERTY STANDARD FORM 118

General Instructions.

Standard Form 118 shall be used by holding agencies to report to the General Services Administration excess real property and related personal property therein as defined by § 101-47.103. Each report shall cover excess property at a single location only. The original and first four copies, with supporting schedules, shall be filed with the GSA regional office for the region in which the excess property is located.

All figures of this report shall be shown in terms of whole numbers, without the use of fractions, decimals, etc., except for blocks 10 and 12.

This form, conspicuously stamped "correction", shall be used to withdraw or correct reports of excess previously filed with the Administration. Blocks 1 through 12, 18 and 19 shall be completed in the manner prescribed in the Specific Instructions, below, except that blocks 9 through 12 shall pertain to the property remaining after the correction. Block 18, Remarks, shall indicate in summary form the nature of the correction. Each such corrected report shall reflect the same holding agency identifying number in block 1 as the original report.

Specific Instructions.

- Block 1 - Enter the number assigned by the holding agency to identify the report.
- Block 2 - Enter the date on which the report is forwarded by the holding agency to the General Services Administration.
- Block 3 - Enter the address of the appropriate office of the General Services Administration to which the excess property is being reported.
- Block 4 - Enter the name and address of the office transmitting the report. Show department and bureau, or other subdivision involved.
- Block 5 - Enter the name and address of the holding agency's representative to be contacted for further information about the reported property.

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(b) Page 2 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Block 6 - Enter the name and address of the custodian of the reported property.

Block 7 - Enter the official title or name used by the holding agency to identify the reported property. Enter also the number assigned by GSA for the purpose of the annual report on Federal real property holdings, using the number shown on the machine listing of the latest inventory supplied by GSA to the holding agency (use all nine digits, e.g. 1413 - 07984).

Block 8 - Enter the street address, city, county, and State for urban property, or the RFD address, county and State for rural property. Attach a map showing the property location and surrounding area.

Block 9 - Item A - Office.

Column 1. Number of buildings. Enter the total number of buildings which are being reported in whole or in part and which contain excess office space. (Count of buildings coded "a" in Column (f) on Schedule A.)

Column 2. Floor Area. Enter the gross floor area (in terms of square feet) of all this excess office space in all buildings reported in column 1. (Sum of all entries coded "a" in column (f) on Schedule A.)

Column 3. Number of floors. Enter the total number of floors which contain excess office space in all of the buildings reported (Sum of all entries coded "a" in column (g) on Schedule A.)

Column 4. Floor load capacity. Enter the range of the load capacity (in terms of pounds per square foot) of all floors containing excess office space as shown in column (i) on Schedule A. For example, "30 - 40" where the lowest capacity is 30 and the highest is 40.

Column 5. Clear head room. Enter the range of the clear head room of the excess office space as shown in column (h) on Schedule A.

Item B - Storage.

Enter the information for excess storage space in the appropriate columns, in accordance with instructions set forth in 9A above.

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- (c) Page 3 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Item C - Other.

Enter the information for other types of space formally used for such purposes as manufacturing, etc., but which are now excess, in the appropriate columns, in accordance with the instructions set forth in 9A above. Enter the "floor load capacity" only if available. Specify "other uses" in Block 9F provided for this purpose.

Item D - Total.

Enter the total number of buildings reported excess in whole or in part and the total excess floor area, in columns 1 and 2 respectively. The figure for the total number of buildings shall represent an unduplicated count of the buildings reported excess on Schedule A, and shall not be the total of the figures entered on lines A, B, and C, which may contain duplications, if one building is used for more than one purpose. The figure for the total floor area shall equal the total of column (f) on Schedule A and will also be the sum of the figures entered directly above on lines A, B, and C of Standard Form 118.

Item E - Government Interest.

Indicate the number of buildings and total excess gross floor area where the Government's interest in the property is as:

- (1) Owner
- (2) Tenant

Note: The sum of the excess floor areas in each category shall equal the total excess gross floor area reported in Item 9D.

Block 10 - Enter the number of excess acres or square feet of land owned or controlled by the Government as follows, indicating the unit of measure used:

- A. Fee
- B. Leased
- C. Other
- D. Total - this figure shall equal the total of column (e) on Schedule B.

Block 11 - Enter in block 11 the detailed cost data for each category of the excess Government-owned property shown on the schedules as follows:

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- (d) Page 4 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Schedule A (Standard Form 118A) - Buildings, Structures, Utilities, and Miscellaneous Facilities.

Schedule B (Standard Form 118B) - Land.

Schedule C (Standard Form 118C) - Related Personal Property (Include installed machinery and equipment).

Cost Column - Enter the total cost of the different types of excess property on lines A to C as follows:

The cost shall include the original cost plus the costs of installation, improvements, betterments, etc. If the cost is not available, please estimate. (If portions of properties are being reported excess, report only the cost of the excess portion.)

Item A - Buildings, Structures, Utilities, and Miscellaneous Facilities. This figure shall equal the total reflected in column (d) of Schedule A.

Item B - Land. This figure shall equal the total of column (f) of Schedule B.

Item C - Related Personal Property. This figure shall equal the total of column (h) of Schedule C.

Item D - Total of Items A, B, and C.

Item E - Enter the total estimated direct annual cost to the holding agency of protecting and maintaining the property reported herein while it is excess. Attach a sheet giving a breakdown of such cost, as follows:

<u>Item</u>	<u>Annual Cost</u>
Personnel (number and types of positions)	\$
Water	
Electricity	
Gas	
Sewage disposal	
Telephone	
Heating	

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(e) Page 5 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

<u>Item (Cont'd)</u>	<u>Annual Cost</u>
Automatic protection devices	\$
Vehicles	
Other (specify)	<hr/>
	\$

Block 12 - Where the Government's interest is that of a lessee, enter the following data:

- A. Total amount of rent paid annually. This figure shall equal the sum of block 3 on Schedule A and the total of column (g) on Schedule B. (If the annual rent includes services, enter an "S" after the amount.)
- B. Annual rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- C. Date lease(s) expires.
- D. Notice required for renewal.
- E. Termination date of renewal rights.
- F. Annual renewal rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- G. Number of days within which the Government and lessor are privileged to exercise cancellation rights.

Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for Items B and F. Use separate sheet if necessary, when more than one lease is reported, to indicate data for items C, D, E, and G with respect to each lease.

Block 13 - If the net proceeds in the sale or transfer of the property are reimbursable, give the symbol and title of appropriation to be credited, or the name and address of the Government Corporation to receive the proceeds.

Block 14 - Enter a brief description of the construction of the building, as for example, brick, frame, metal, and combinations thereof. Do not complete this section if more than one building is

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- (f) Page 6 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

involved. Instead, this information will be shown in column (c), Schedule A. Indicate where complete plans and official specifications may be examined.

Block 15 - Specify use made by the holding agency of the property reported. For example, if the property is used for storage, specify the type of property stored; if used for manufacture, specify the product, etc.

Block 16 - Specify any possible uses of the property other than shown in blocks 9 and 15, where applicable. For example, if suitable for storage, give the range of the types of commodities which could be stored; or if used for manufacture, what other products could be made in addition to those reported in block 15.

Block 17 - Specify the names and addresses of any Federal or other governmental agencies or private parties known to be interested in the property reported as excess.

[Block 18 - Insert a concise but adequate general description of the property, and state the general types of properties in the vicinity, such as "farmland," "residential," "industrial," etc. Give a brief history of the use of the property, including the purpose for which it was acquired by the Government. State if there is any indication of mineral development in the vicinity of the property, giving sources of information. Also, state any special circumstances affecting the property not elsewhere covered.

Block 19 - Self-explanatory.

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- (g) Page 7 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE A

BUILDINGS, STRUCTURES, UTILITIES AND MISCELLANEOUS FACILITIES STANDARD FORM 118a

General Instructions.

Schedule A shall be used by holding agencies to report to the General Services Administration the details concerning each of the buildings, structures, utilities and miscellaneous facilities reported as excess on Standard Form 118. Exclude installed machinery and equipment which shall be reported on Schedule C as related personal property. Schedule A shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

All figures on this schedule shall be shown in terms of whole numbers, without the use of fractions, decimals, etc.

Buildings such as office, institutional, housing, storage, industrial and service shall be listed first on the schedule. Include such fixtures and equipment as are normally required for the functional use of the building reported and are built into or permanently affixed thereto; the removal of which would materially damage the building (e.g., plumbing, heating and lighting fixtures, elevators, and built-in safes and vaults).

Structures, utilities and miscellaneous facilities which lend themselves to separate reporting and delineation shall be listed on the schedule after buildings. These shall include items such as railroad trackage, communication systems, storage tanks, wash racks, silos, docks, piers, fences, and heating, sewage and electrical systems which serve more than a single building.

This schedule, conspicuously stamped "correction", shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule A shall be reported in the manner prescribed in these instructions except that: (a) the totals for column (d) and column (f) on the previous Schedule A shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) subtotals shall be provided for column (d) and column (f); and (d) the resulting totals for column (d) and column (f) shall be entered.

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- (h) Page 8 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Specific Instructions.

Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.

Block 2 - Self-explanatory.

Block 3 - Where the Government is a tenant, enter the actual rental cost to the Government of the buildings, structures, utilities and miscellaneous facilities. If the annual rental includes services, enter an "s" after the amount. Where the annual rental for land and buildings, etc., cannot be separated, the total annual rental for land, buildings, etc., will be shown in this block and the entry "NS" for not separable made in column (g) on Schedule B.

Column (a) - Self-explanatory.

Column (b) - Enter the number assigned in the official general layout plan, identifying the specific building, structure, utility, or miscellaneous facility. Attach, where applicable, a copy of the official general layout plan of the installation, and a copy of the building layout plan for office or storage space.

Column (c) - Describe the property, indicating:

- (1) Type of building or structure such as office, hospital, prison, school, housing, storage, industrial and service;
- (2) Type of construction, such as brick, steel, frame, concrete, or combination thereof;
- (3) Date of construction; and
- (4) Enter a general description of the utilities and miscellaneous facilities connected with the excess real property. Attach map showing the location of utilities.

Column (d) - Where the Government is the owner, enter the actual cost to the Government, if known, (if not known enter estimated cost) for each excess building, structure, utility and miscellaneous facility.

- (1) A subtotal of the cost of all buildings reported shall be shown immediately following the listing thereof.

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(i) Page 9 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

(2) A subtotal of the cost of all structures, utilities and miscellaneous facilities reported shall also be shown immediately following the listing thereof.

(3) The total of this column will be the amount reported in Item A, Block 11 of Standard Form 118.

Column (e) - Enter the over-all outside dimensions of rectangular building or structure described in column (c), excluding buildings of irregular shape. Enter "IR" for irregular shaped buildings.

Column (f) - Enter gross excess floor area for each building, and in appropriate instances, enter such area for each structure, utility or miscellaneous facility reported.

(1) A subtotal of the floor area of all buildings reported shall be shown immediately following the listing thereof.

(2) A subtotal of the floor area given for the structures, utilities and miscellaneous facilities reported shall also be shown immediately following the listing thereof.

(3) The total of this column shall equal the total figure reported in the column "Floor Area," Item D, Block 9, Standard Form 118.

Column (g) - Indicate number of floors (excess) in the building or structure excluding the basement. If the building has a basement, indicate by entering the letter "B".

Column (h) - Enter the range of clear head room in the excess building or structure. For example, "10 to 15 feet".

Column (i) - Enter the range of the floor load capacity of the excess building or structure, by type of building or structure, if available and if significant.

Column (j) - Describe any known or desired restrictions on the use or transfer of the Government's interests, including legal and zoning restrictions, contamination, national security clause, etc., in the items reported on the schedule.

Notes: For columns (f), (g), (h), and (i) prefix figures with symbols to denote type of space as follows:
(a) for office; (b) for storage; and (c) for other.

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- (j) Page 10 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE B

LAND STANDARD FORM 118b

General Instructions.

- Schedule "B" shall be used by holding agencies to report to the General Services Administration the details concerning land reported as excess on Standard Form 118. This schedule shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate CSA regional office.

This schedule, conspicuously stamped "correction," shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule "B" shall be reported in the manner prescribed in these instructions except that: (a) the total for columns (d), (e), (f), and (g) on the previous Schedule "B" shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) subtotals shall be provided in columns (d), (e), (f), and (g); and (d) the resulting totals for columns (d), (e), (f), and (g) shall be entered.

Specific Instructions.

- | | |
|------------|--|
| Block 1 | - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118. |
| Block 2 | - Self-explanatory. |
| Block 3 | - Check the appropriate boxes to indicate the Government's interest in the land detail reported on each sheet. |
| Column (a) | - Self-explanatory. |
| Column (b) | - Enter the tract number(s) of the land under which the tract was acquired. Attach a copy of the original land acquisition map, identifying the individual tracts reported excess. |
| Column (c) | - Self-explanatory. |

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(k) Page 11 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- Column (d) - Enter the total amount of land in square feet or acres in which the Government has an interest, either as owner or tenant, with respect to the tract(s) which includes the property being reported.
- Column (e) - Enter the total number of acres or square feet of land being reported herein as excess. The total of this column shall equal the figure reported on Item D, Block 10, in Standard Form 118.
- Column (f) - Where the land is Government-owned, enter the cost of the excess land to the Government. The total of this column will be the amount reported on Item B, Block 11, on Standard Form 118 (rounded to the nearest dollar).
- Column (g) - Where the Government is a tenant, enter the annual rental cost to the Government of the excess land, where the lease covers land only, or where the annual rental of land and buildings can be separated. Where the lease covers land and buildings and the annual rental for the land and the buildings cannot be separated enter "NS".
- Column (h) - Describe the method whereby the land was acquired, such as condemnation, purchase, lease, etc.
- Column (i) - Describe any reservations or exceptions running with the land or imposed by the holding agency, such as outstanding mineral rights, easements, roads, rights-of-way, railroads, and contamination. Attach a report on the Government's legal title to the excess property (§ 101-47.202-2(b)).

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- (1) Page 12 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE C

RELATED PERSONAL PROPERTY STANDARD FORM 118c

General Instructions.

Schedule "C" shall be used by the holding agencies to report to the General Services Administration the details concerning the excess personal property, including installed machinery and equipment, which is related to the excess real property (Government-owned and leased) reported on Standard Form 118. This schedule shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

All figures shown on this report shall be in terms of whole numbers, except column (g), "unit cost".

Related personal property consisting of installed machinery and equipment shall be listed first on the schedule.

Other related personal property such as consumable materials, supplies, and other expendable items shall be listed on the schedule after installed machinery and equipment.

This schedule, conspicuously stamped "correction," shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule C shall be reported in the manner prescribed in these instructions, except that: (a) the total for column (h) on the previous Schedule C shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) a subtotal shall be provided in column (h); and (d) the resulting total for column (h) shall be entered.

Specific Instructions.

Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.

Block 2 - Self-explanatory.

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(m) Page 13 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- Block 3 - Enter the code number of the single major group (2 digits) of the Standard Commodity Classification in which the items listed on the report are classified. Use separate sheets for each 2-digit commodity classification.
- Column (a) - Enter consecutive numbers for each line item, starting with "1".
- Column (b) - The holding agency shall describe the property in sufficient detail to furnish an adequate basis for utilization and disposal, including manufacturer's part number, standard catalog reference number, etc.
- Column (c) - Whenever practicable, enter the detailed classification numbers, for each item according to the Standard Commodity Classification.
- Column (d) - Indicate condition of property by the following combination letter - number code:

Means

N - New
E - Used, reconditioned
O - Used, usable without repairs
R - Used, repairs required
X - Items of no further value for use as originally intended, but of possible value other than as scrap

Means

1. Excellent
2. Good
3. Fair
4. Poor

In stating the condition of consumer goods (excluding food) use only the letter code. For capital and producer goods, a letter - number combination must be used, except in the case of Code "X". For example, N-4 means new but in poor condition.

Where the condition code does not provide an accurate description of the property condition, leave this column blank and in appropriate language describe the condition of the property in Column (b) "Description". If any legal restrictions exist (including patent restrictions) as to the power of holding agencies to transfer or dispose of property reported as excess, report shall include a statement truly indicating such restrictions.

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(n) Page 14 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Form 118a, 118b, and 118c.

Column (e) - Indicate unit of measure for the container package or other applicable customary sales unit, such as pounds, tons, dozens, gross, thousands, etc. Distinguish between long, short and metric ton.

Column (f) - Specify the quantities of each item reported excess in terms of the "unit" used in Column (e).

Column (g) - Insert the recorded procurement cost per unit or, in its absence, the estimated original cost per unit (in dollars and cents), including the transportation or installation costs.

Column (h) - Compute total costs, that is "number of units" multiplied by "unit costs" equals "total cost".

- (1) A subtotal of the cost of all related personal property reported as installed machinery and equipment shall be shown immediately following the listing thereof.
- (2) A subtotal of the cost of all other reported related personal property shall be shown immediately following the listing thereof.
- (3) The total cost of all items reported in Schedule C shall equal the figure reported in Item C, Block 11, on Standard Form 118.

Column (i) - DO NOT FILL IN.

REPORT OF EXCESS REAL PROPERTY				1. HOLDING AGENCY NO.		DATE RECEIVED <i>(GSA use only)</i>	
				2. DATE OF REPORT		GSA CONTROL NO. <i>(GSA use only)</i>	
3. TO <i>(Furnish address of GSA regional offices)</i> General Services Administration				4. FROM <i>(Name and address of holding agency)</i>			
5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED				6. NAME AND ADDRESS OF CUSTODIAN			
7. PROPERTY IDENTIFICATION				8. PROPERTY ADDRESS <i>(Give full location)</i>			
9. SPACE DATA						10. LAND	
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (Sq. ft./M ²) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	<i>(From SF 118B)</i>	ACRE/HECTARE OR SQ. FT./M
A. OFFICE						A. FEE	
B. STORAGE						B. LEASED	
C. OTHER <i>(See 9F)</i>						C. OTHER	
D. TOTAL <i>(From SF 118A)</i>						D. TOTAL	
E. GOV'T INTEREST:			F. SPECIFY "OTHER" USE ENTERED IN C ABOVE				
(1) OWNER							
(2) TENANT							
11. COST TO GOVERNMENT				12. LEASEHOLD(S) DATA <i>(Use separate sheet if necessary)</i>			
ITEM	SCHEDULE	COST		A. TOTAL ANNUAL RENTAL		\$	
A. BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES	A <i>(Col. d)</i>	\$		B. ANNUAL RENT PER SQ. FT./M ² OR ACRE/HECTARE		\$	
B. LAND	B <i>(Col. f)</i>			C. DATE LEASE EXPIRES			
C. RELATED PERSONAL PROPERTY	C <i>(Col. h)</i>			D. NOTICE REQUIRED FOR RENEWAL			
D. TOTAL <i>(Sum of 11A, 11B, and 11C)</i>		\$		E. TERMINAL DATE OF RENEWAL RIGHTS			
E. ANNUAL PROTECTION AND MAINTENANCE COST <i>(Government-owned or leased)</i>				F. ANNUAL RENEWAL RENT PER SQ. FT./M ² OR ACRE/HA.		\$	
				G. TERMINATION RIGHTS <i>(in days)</i>			
				LESSOR GOVERNMENT			
13. DISPOSITION OF PROCEEDS				14. TYPE OF CONSTRUCTION			
15. HOLDING AGENCY USE				16. RANGE OF POSSIBLE USES			
17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES							
18. REMARKS							
19. REPORT AUTHORIZED BY		NAME			SIGNATURE		
		TITLE					

BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES

SCHEDULE A--SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

1. HOLDING AGENCY NO.		2. PAGE OF PAGES OF THIS SCHEDULE (GSA CONTROL NO. (GSA use only)							
3. ANNUAL RENTAL									
LINE NO. (a)	HOLDING AGENCY BUILDING NO. (b)	DESCRIPTION (c)	COST (d)	OUTSIDE DIMENSIONS (e)	FLOOR AREA (Sq. Ft.) (f)*	NO. OF FLOORS (g)*	CLEAR HEAD- ROOM (h)*	FLOOR LOAD RANGE (i)*	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (j)
1									
2									
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31									
32									
		TOTAL							

*Prefix figures with symbols to denote type of space, as follows: (a) for office; (b) for storage; (c) for other.

LAND

SCHEDULE B—SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

		1. HOLDING AGENCY NO.		2. PAGE OF THIS SCHEDULE		3. GOVERNMENT INTEREST		GSA CONTROL NO. (GSA use only)	
						LEASE PERMIT FEE		LICENSE EASEMENT INFORMAL AGREEMENT	
LINE NO.	TRACT NO.	NAME OF FORMER OWNER OR LESSOR AND ADDRESS	TRACT ACQUIRED (Acres or sq. ft.)	ACRES OR SQUARE FEET	COST	ANNUAL RENTAL	TYPE OF ACQUISITION	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
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29									
30									
31									
32									
		TOTAL							



DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING CENTER
ONE SIMONPIETRI DRIVE
NEWPORT RHODE ISLAND 02841-1711

SAMPLE

IN REPLY REFER TO:

11010/1

Ser 424M/108

30 JUL 1996

From: Commander, Naval Education and Training Center
To: Commander, Northern Division, Naval Facilities Engineering Command (code 241/09TC/SD)
Via: Chief of Naval Education and Training (code N4433)

Subj: EXCESS FACILITY - REPORT OF BUILDING 149, COASTERS HARBOR ISLAND

Ref: (a) NAVFAC P-73, Real Estate Procedure Manual

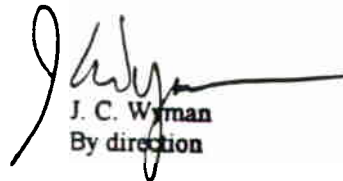
Encl: (1) Standard Form 118 - Report of Excess Real Property
(2) Standard Form 118A - Buildings, Structures, Utilities and Miscellaneous Facilities
(3) Title V Property Survey Federal Property Information Checklist
(4) Statement of Facts
(5) Findings and Recommendations
(6) MCON P-429 DD Form 1391
(7) MCON P-429 Facility Study
(8) Excerpt From Asbestos Survey for NETC, Newport, May 1994, for Building 149
(9) Lead Paint Inspection Report for Building 149

1. Enclosures (1) through (9) are forwarded in accordance with reference (a).
2. Demolition of Building 149, MCON P-429, has been supported and funded under the Military Construction Facilities Demolition Program managed by NAVFACENCOM Headquarters.

Support for MCON P-429 has also been received from CNET. The design for this project is complete and contract execution is scheduled for September 1996. Funding for this project will not be available after FY-96.

3. The Navy Brig, Building 149, was disestablished in March 1994 and is currently unoccupied. Due to its current condition and configuration, the building is beyond economic repair. The underlying land of this facility is fully utilized and needs to be retained for military purposes.

4. It is requested that demolition of Building 149 be authorized in FY-96.


J. C. Wyman
By direction

Advance copy to:
NORTHDIVNAVFACENCOM

SAMPLE

REPORT OF EXCESS REAL PROPERTY

1. HOLDING AGENCY NO.	DATE RECEIVED (GSA use only)
2. DATE OF REPORT 29 JUL 96	GSA CONTROL NO. (GSA use only)

1. TO (Furnish address of GSA regional office)
General Services Administration

4. FROM (Name and address of holding agency)
**COMMANDER
NAVAL EDUCATION & TRAINING CENTER
NEWPORT RI 02841**

5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED
**STEPHEN A. REGAN (CODE 424M)
NETC, ONE SIMONPIETRI DRIVE
NEWPORT RI 02841**

6. NAME AND ADDRESS OF CUSTODIAN
**COMMANDER
NAVAL EDUCATION & TRAINING CENTER
NEWPORT RI 02841**

7. PROPERTY IDENTIFICATION
**CONFINEMENT FACILITY (NAVY BRIG)
BUILDING 149 COASTERS HARBOR ISLAND**

8. PROPERTY ADDRESS (Give full location)
**COMMANDER
NETC
NEWPORT RI 02841**

9. SPACE DATA						10. LAND	
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (Sq. ft.) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	(From SF 118b)	ACRE OR SQUARE FEET
A. OFFICE						A. FEE	
B. STORAGE						B. LEASED	
C. OTHER (See 9 F)	01	28,080				C. OTHER	
D. TOTAL (From SF 118a)	01	28,080				D. TOTAL	
E. GOV'T INTEREST:			F. SPECIFY "OTHER" USE ENTERED IN C ABOVE NAVY BRIG (CONFINEMENT FACILITY)				
(1) OWNER	01	28,080					
(2) TENANT							

11. COST TO GOVERNMENT			12. LEASEHOLD(S) DATA (Use separate sheet if necessary)	
ITEM	SCHEDULE	COST		
A. BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES	A (Col. d)	\$ 379,871	A. TOTAL ANNUAL RENTAL	\$
B. LAND	B (Col. f)		B. ANNUAL RENT PER SQ. FT. OR ACRE	\$
C. RELATED PERSONAL PROPERTY	C (Col. h)		C. DATE LEASE EXPIRES	
D. TOTAL (Sum of 11A, 11B, and 11C)		\$ 379,871	D. NOTICE REQUIRED FOR RENEWAL	
E. ANNUAL PROTECTION AND MAINTENANCE COST (Government-owned or leased)			E. TERMINAL DATE OF RENEWAL RIGHTS	
			F. ANNUAL RENEWAL RENT PER SQ. FT. OR ACRE	\$
			G. TERMINATION RIGHTS (in days)	
			LESSOR	GOVERNMENT

13. DISPOSITION OF PROCEEDS
NA - BUILDING WILL BE DEMOLISHED

14. TYPE OF CONSTRUCTION
PERMANENT

15. HOLDING AGENCY USE
NONE

16. RANGE OF POSSIBLE USES
BRIG

17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES

18. REMARKS

NAVY BRIG DIESTABLISHED MARCH 1994

19. REPORT AUTHORIZED BY	NAME J. C. WYMAN, CAPT, CEC, USN	SIGNATURE 
	TITLE DIRECTOR FOR PUBLIC WORKS	

SAMPLE

**BUILDINGS, STRUCTURES, UTILITIES, AND
MISCELLANEOUS FACILITIES**

SCHEDULE A--SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

1. HOLDING AGENCY NO.		2. PAGE OF PAGES OF THIS SCHEDULE		GSA CONTROL NO. (GSA 100- 6049)					
3. ANNUAL RENTAL									
LINE NO. (a)	HOLDING AGENCY BUILDING NO. (b)	DESCRIPTION (c)	COST (d)	OUTSIDE DIMENSIONS (e)	FLOOR AREA (Sq. Ft.) (f)	NO. OF FLOORS (g)	CLEAR HEAD- ROOM (h)	FLOOR LOAD RANGE (i)	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (j)
1	149 CHI	CONFINEMENT FACILITY (NAVY BRIG)	\$379,871	243x253	28,080	01	-	-	NONE
2									
3									
4									
5									
6									
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32									
TOTAL			\$379,871		28,080				

*Prefix figures with symbols to denote type of space, as follows: (a) for office; (b) for storage; (c) for other.

STATEMENT OF FACTS
NAVY BRIG BUILDING 149 COASTERS HARBOR ISLAND

DESCRIPTION: The Navy Brig, constructed in 1953, was specifically designed as a medium/high security detention facility. Due to a decline in the inmate population, the Brig operation at Newport was disestablished in 1994 and consolidated elsewhere. The building is located on Coasters Harbor Island, the main campus for officer training at NETC, adjacent to the Surface Warfare Officers School Command (SWOS). There is a requirement for additional parking in this area to support the SWOS school mission. In addition to its unique design and layout which does not lend itself to modification for other uses, the building is in need of extensive repairs, particularly in regards to its electrical and mechanical deficiencies. All utilities to the facility have been cut and capped, and the building has been cannibalized as all useable equipment and parts have been removed. In its unoccupied or stand-by status, there are costs involved to prevent freeze-ups and other deterioration in and around the facility. Additionally, with its location within the senior officer training area, its exterior physical condition tends to be an eyesore. The Navy brig is located within the 100 year floodplain which precludes major expenditures to this facility where an alternative exists. Use of the facility, which pre-exists the SWOS school, no longer conforms to the surrounding use.

ENVIRONMENTAL IMPACT: The project was reviewed for compliance with the National Environmental Policy Act of 1969 as implemented by OPNAVINST 5019.1A of 02 Oct 90 and no significant environmental impacts are anticipated as a result of the proposed action. The project falls under Categorical Exclusion 15 which states, "Demolition, disposal or improvements involving buildings or structures neither on nor eligible for listing on the National Register of Historical Places and when under applicable regulations". Attachment (4) of the facility study provides the Record of Categorical Exclusion for this project.

COMMERCIAL VALUE: Due to the nature of the facility (it was specifically designed and constructed as a medium/high security detention facility), it does not lend itself readily to be converted for any other use at NETC. Additionally, its location on Coasters Harbor Island in an "exclusive" land jurisdiction, as well as its location in the 100 year floodplain, limits its commercial and private use.

HISTORICAL SIGNIFICANCE: This project will not have an effect on a district, site, building, structure, object or setting in or eligible for listing in the National Register of Historic Places. In addition, the project will have no effect on archeological, historical or cultural resources which are not eligible for the National Register.

MAINTENANCE COSTS: The facility is currently maintained in an off-line status and requires the use of O&M.N funds to perform periodic inspections and emergency maintenance, and to prevent freeze-ups and other deterioration in and around the facility.

REPAIR COSTS: No repairs are currently scheduled for this facility. The Navy Brig requires major repairs, particularly in regards to electrical and mechanical deficiencies. Utilities have been cut and capped and the transfer switch for the emergency generator has been dismantled. All exterior windows require replacement and asbestos and lead paint needs to be removed from the facility. The building has been cannibalized with the removal of all useable equipment and parts (including all heads). The exterior fencing requires repair/replacement, and the interior and exterior building surfaces need to be scraped and painted.

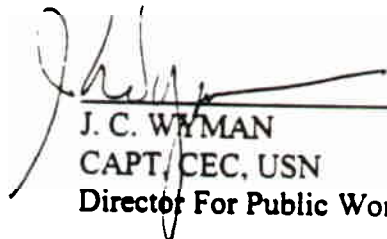
**FINDINGS AND RECOMMENDATIONS
BY
COMMANDER
NAVAL EDUCATION AND TRAINING CENTER
NEWPORT, RHODE ISLAND**

1. FINDINGS:

The property listed on "Report of Excess Real Property" Standard Form 118 dated 29 July 96 and enumerated as Building 149 Coasters Harbor Island is found to have no commercial value, and to beyond economical repair. Donation of property is not feasible.

1.. RECOMMENDATIONS:

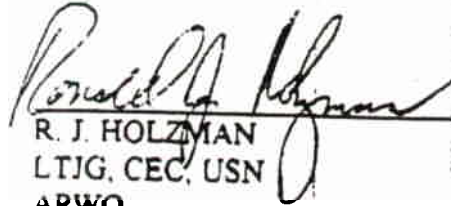
Recommend that this building be disposed of by demolition to be accomplished by contract.



**J. C. WYMAN
CAPT, CEC, USN
Director For Public Works**

STATEMENT OF SALVAGE VALUE
BUILDING #149, NAVY BRIG
N.E.T.C., NEWPORT, R.I.

N E T C. Building #149, Navy Brig, located on Coasters Harbor Island, has no salvage value. All usable equipment and parts have been stripped or removed from the facility for use elsewhere. Demolition costs for this building will exceed the salvage value.


R. J. HOLZMAN
LTJG, CEC, USN
APWO

FACILITY IS A NAVY BRIG

E. Legal constraints (right of entry, covenants, permits, licenses, etc.): _____

NONE

F. Other (comments): NAVY BRIG, BLDG149, DISESTABLISHED MARCH 1994

7. BUILDING DESCRIPTION:

A. Age 1953

B. Structure Type PERMANENT

C. Size (usable square feet per floor) 28,080SF

D. Number of floors 01

E. Current or most recent use (storage, residential, office, etc.) NAVY BRIG

F. If occupied, indicate:

i. _____ percentage of total space occupied or otherwise in use

ii. _____ expiration date(s) of any existing lease(s) or renewal period(s)

G. If vacant, indicate:

i. 28 number of months vacant

8. BUILDING CONDITION: Meets or has the potential to meet the following criteria:

	<u>MEETS</u>		<u>POTENTIAL*</u>	
	Yes	No	Yes	No
A. Operating sanitary facilities	___	<u>X</u>	___	___
B. Potable water	___	<u>X</u>	___	___
C. Electric Power	___	<u>X</u>	___	___

*D. Indicate (if known) distance to nearest utility hook-up(s):

All utilities have been cut and capped; transfer switch for emergency generator has been disarmed. Building has been cannibalized. All useable facilities have been removed.

	<u>MEETS</u>		<u>POTENTIAL*</u>	
	Yes	No	Yes	No
E. Heating facilities adequate for the climate	—	X	—	—
F. Structurally sound:				
i. Foundation	X	—	—	—
ii. Floors	X	—	—	—
iii. Roofs	X	—	—	—
iv. Exterior Walls	X	—	—	—
v. Interior Walls	X	—	—	—
*vi. Describe general condition or extent of repairs needed: All utilities have been cut and capped; transfer switch for emergency generator has been dismantled. Bldg has been cannibalized; all useable facilities have been removed. All exterior windows require replacement. Repair/replace deteriorated fence. Scrape and paint exterior/interior bldg. Asbestos/lead abatement required. All heads have been				
9. <u>VACANT LAND</u> : removed and must be replaced.				
A. ^{NA} Size _____ (acres/square footage)				
B. Improvements (e.g. paved, etc.) <u>describe</u> :				
C. Current or most recent use _____				
D. If occupied, indicate:				
i. _____ percentage of total land area occupied or otherwise in use				
ii. _____ expiration date of any existing lease or renewal period				
10. <u>VACANT LAND CONDITION</u> : Meets or has the potential to meet the following criteria: NA				
	<u>MEETS</u>		<u>POTENTIAL*</u>	
	Yes	No	Yes	No
A. Operating sanitary facilities	—	—	—	—
B. Potable water	—	—	—	—
C. Electric power	—	—	—	—
*D. Indicate (if known) distance to nearest utility hookup(s): _____				

11. ACCESS:

A. Does this property have public access?

Yes

X
No

If yes, how (road, other) _____

If no, indicate:

- i. 0.75 miles, distance to the nearest road
ii. _____ type of terrain FLAT
iii. 0.75 miles to the nearest town/city
iv. Accessible by public transportation? _____ Yes X No
Type _____

B. Indicate any restrictions on access (hours, etc.) Facility is located within the secured perimeter of the complex. Restricted to authorized vehicles and personnel only.

12. ENVIRONMENTAL SUITABILITY:

A. Is the property subject to contamination by toxic or hazardous materials or waste? X Yes _____ No

Identify the basis for determination (submit documents)
Asbestos survey for NETC. Newport, May 1994

If yes, also identify:

- i. Nature of contaminants: Asbestos/lead paint
- ii. Location of contaminants: Asbestos- tank insulation, floor tile mastic, pipe insulation, duct joiner/cloth insulation, fire doors, lead- structural steel, metal doors/windows, misc. equipment, security
- iii. Extent (percentage of building or number of acres affected) of contaminants: Located at various areas throughout the building.
- iv. Any scheduled clean-up plans (including projected date of completion and estimated cost, if known): Asbestos and to be disposed of as part of demolition of the facility
- B. Is an industrial/commercial Federal facility handling flammable or explosive material (excluding underground storage) located on the property or within 2,000 feet of its boundary? (Exclude underground storage, gasoline stations, tank truckers, and any above ground container(s) with a capacity of 100 gallons or less of such materials.) X Yes _____ No

If yes, indicate:

i. Number of acres located more than 2,000 feet from such facility 0

ii. Nature of the facility and material Boiler Plant 86, Coasters Harbor Island - No. 4 and No. 5 fuel oil

C. Is any portion of the property located within an airport runway clear zone? Yes ☒ No

If yes, indicate the portion (percentage) of the property which is so located: 0

D. Is any portion of the property located within a 100 year floodplain? (Note: the fact that a Federal property is not included in an existing floodplain map or study does not, by itself, justify a "No" answer.)
X Yes No

Is any portion of the property located in the floodway?
X Yes No

E. Is the property impacted by any other known environmental condition which might jeopardize the safety of occupants of the property (e.g., friable asbestos, PCDs, radon, periodic flooding)?
X Yes No

Indicate:

(1) Basis for determination (submit document):

(2) Nature of condition:

(3) Extent of condition: Flooding

(4) Location of condition: Facility is located within the 100 year flood plain

F. Are there any other known environmental conditions which could affect or be impacted by the occupancy of the property (e.g., endangered species, wild and scenic rivers, wetlands, historic properties, storm water runoff, etc.)?
 Yes ☒ No Undetermined

If yes, for each:

(1) Describe the environmental condition:

(2) Describe the potential impact: _____

(3) Basis for the determination (submit document): _____

13. SECURITY:

A. Is the property located in a secure facility to which the general public is denied access? X Yes _____ No

B. If the answer above is yes, can alternative access be provided for the general public without compromising security requirements? _____ Yes X No

Indicate method of providing access: Individuals need to obtain a pass to gain access to the facility

14. LIMITATIONS ON USE:

A. Are there now, or are there anticipated to be, any other limitations not previously described on the use of this property to assist the homeless for a period of one year or more? X Yes _____ No

B. If yes, describe the limitation: Bldg 149 was constructed as a prison. It contains jail cells with bars, thick interior concrete walls and high security areas. All usable facilities and equipment have been removed. All utilities have been cut and capped
Does the limitation currently exist? X Yes _____ No

If no, when will any limitation take effect?

Date of Effect

15. CHECKLIST CONTACT PERSON:

STEPHEN REGAN (CODE 424M) MILCON PLANNER
Name

Title

Telephone number: DSN 948-4250

Commercial 401-841-4250

Date prepared: 7-29-96